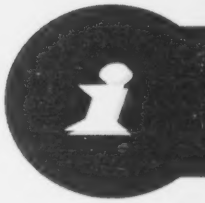

Information
Management

Vital Records Resources Guide

April 2004

Alberta
GOVERNMENT OF ALBERTA

Produced by

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ISBN 0-7785-3122-8

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1. Introduction

This resources guide has selectively collected vital records documents, articles, standards and information. The purpose of this guide is to assist the records management community in the Government of Alberta to develop vital records programs in their ministries, departments and agencies in support of the Business Continuity Planning initiative that is coordinated by Alberta Municipal Affairs.

Vital records are only a small subset of the records produced in any organization. Yet they are very important to their organization. If vital records are lost, damaged or destroyed the organization may suffer. A vital records' program provides for the continuity of an organization in the face of a disaster, emergency or loss of information, and facilitate the emergency response with ready-to-use lists. Thus, vital records' programs exist as a component of a disaster plan.

This resource guide is intended to supplement and be used in conjunction with other vital records tools and documents produced by the Information Management Branch, which are located online at http://www.im.gov.ab.ca/imtopics/vitalrecords/index.html.

This guide has been organized for the most part according to the common vital records program stages including preparedness, response and recovery. However, two organizational aspects of this guide need further explanation.

First, many of the resources collected here cover ***all*** vital records program stages and a decision was made to gather them under the "Preparedness" section of this guide as that is the first stage they cover. Thus, this guide will seem heavily weighted in the preparedness section.

Second, resources collected under the "Response" and "Recovery" sections of this guide may not be specific to vital records. These were included because it was implicitly understood that response and recovery are not carried out for transitory records; may not be carried out for general records depending on their retention and disposition schedules; and are priorities for vital records.

In addition, some resources refer to vital records as "essential records" or imply vital records through phrases like "priorities for salvage", and they are included in this guide.

Please contact the Information Management Branch to provide feedback or offer suggestions.

Resources flagged with this graphic are recommended for Government of Alberta staff.

2.
Definitions

Official Definition

Alberta Municipal Affairs. Business Resumption Guide: Part 1 – Annex K, Glossary of Terms. 2002. Available at:
http://www.municipalaffairs.gov.ab.ca/ema/pdf/BRP_Guide.pdf.

- This is the authoritative Government of Alberta definition for vital records.
    - **"Vital Records:** Records that are essential for preserving, continuing or reconstructing the operations of the organization and protecting the rights of the organization, its employees, its customers and its stockholders."

Alternative Definitions

British Columbia Archives. ARCS-Online: Glossary of Terms. 2002. Available at:
http://www.bcarchives.gov.bc.ca/arcs/howto/glossary.htm [Scroll down terms].

- **"Vital Records:** Means the records of government which contain information essential to:
    - conduct of emergency operations during and immediately following a disaster;
    - resumption/continuation of government services or operations;
    - re-establishment of the legal, financial and functional responsibilities of government; and
    - re-establishment of the rights and obligations of individuals, corporate bodies and other governments with respect to the Government of British Columbia."

United States Government, Department of Energy (DOE). DOE Standard 4001-2000, Design Criteria Standard for Electronic Records Management Software Applications. 2000. Available at: http://tis.eh.doe.gov/techstds/standard/std4001/std400100.pdf.

- **"Vital Records**: Essential Agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records). Emergency operating records are the type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical Agency operations, as well as related policy or procedural records that assist Agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency. Legal and financial rights records are the type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement

records, and insurance records. These records were formerly defined as "rights-and-interests" records."

3.
Emergency Preparedness & Business Continuity Planning

This category is broader than vital records and is included here in order to provide context to vital records programs.

Alberta Municipal Affairs. Emergency Management Alberta [web site]. Available at: http://www.municipalaffairs.gov.ab.ca/ema/index.cfm.

- This web site provides the context for vital records as part of the Government of Alberta's Emergency Management and Business Continuity Planning.

ARMA International. Emergency Management For Records & Information Programs. By Virginia A. Jones, and Kris E. Keyes. Prairie Village, Kansas: ARMA International, 2001. http://www.arma.org/news/Emergency.pdf.

- Links to chapters 7 and 8 only, which cover emergency response and recovery aspects of the text. Vital records are referred to within this chapters, but not at any length.

Australian Museums & Galleries Online (AMOL). Counter-Disaster Planning. Available at: http://amol.org.au/recollections/4/pdf/counter_disaster.pdf

- Beautifully written and illustrated with photographs, this guide focuses on library collections in Australia and includes hazard assessment (akin to risk analysis), creating disaster kits and distributing disaster kits through centrally located disaster stores, and a self-evaluation quiz with answers.

National Archives of Canada. Emergency Preparedness [web site]. Available at: http://www.collectionscanada.ca/04/0418_e.html.

- This web site provides access to a Guide on Emergency Preparedness and Disaster Control, a Contingency Plan, and a Declaration. The guide covers the purpose, principles, definitions, guidelines, and procedures to follow in the event of a disaster.

NARA. A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials. 1993. Available at: http://www.archives.gov/preservation/primer_disaster_preparedness.html.

- Based on the Smithsonian document from 1993. Includes the staff emergency procedures, salvage discussions for water-damaged library materials in Parts 1-9, and discussion on preventing mold, mildew and microbial growth in museum collections.

Public Safety and Emergency Preparedness Canada. Emergency Preparedness [web site]. Available at: http://www.ocipep.gc.ca/ep/index_e.asp.

- "Canada's emergency management system defines the roles and responsibilities in relation to emergency preparedness for individuals, families, municipalities, provincial and territorial governments, Government of Canada departments and agencies as well as private and volunteer organizations."

United Nations Educational, Scientific and Cultural Organization (UNESCO). Disaster Planning, Preparedness and Recovery for Libraries and Archives: A RAMP Study with Guidelines. By Sally A. Buchanan. Paris: UN, 1988. Only the French Version is available online through http://www.unesco.org/webworld/portal_archives/ramp_studies_list.html. The English version may be ordered from UNESCO, Information Society Division, Documentation Centre at g.mensah@unesco.org.

4.
Risk Management

Risk management is one method used to systematically and consistently identify vital records.

Canada, Disaster Recovery Institute Canada. Education: Professional Practices. Available at: http://www.dri.ca/dric_pp2.html.

- Contains a brief risk evaluation and control outline.

Canada, Treasury Board of Canada Secretariat. Risk Management [web site]. Available at: http://www.tbs-sct.gc.ca/rm-gr.

- This web site is produced by the Risk Management Directorate in order to provide strategic orientations, guidelines and tools for the public sector.

New South Wales, Office of Information Technology. "Information Security, Part 1 – Risk Management", "Information Security, Part 2 – Examples of Threats and Vulnerabilities", and "Information Security, Part 3 – Baseline Controls". Current versions June 2003. Available at: http://www.oit.nsw.gov.au/pages/4.3.Guidelines.htm [scroll down the list].

- These three parts seek to minimize the risk and impact to information assets of threats/vulnerabilities that range from calamitous natural disasters, to threats from terrorists, disgruntled employees or faulty technology. Excellent appendices.

New South Wales Treasury. Risk Management and Internal Control: A Step by Step Approach to Managing Risk More Effectively. 1997. Available at: http://www.treasury.nsw.gov.au/pubs/rmic/rmicmain.htm.

- This toolkit was developed by NSW Treasury to assist agencies by providing a practical implementation methodology for risk management and internal controls that could be applied to identify and manage vital records.

Standards Australia. AS/NZ 4360:1999, Risk Management. Available through: http://www.standards.com.au/catalogue/script/Details.asp?DocN=stds0000023835.

- "This Standard provides a generic guide for the establishment and implementation of the risk management process involving the identification, analysis, evaluation, treatment and ongoing monitoring of risks."

State Records New South Wales. Designing and Implementing Recordkeeping Systems: Manual for NSW Public Offices. Recordkeeping Risk Analysis. 2000. Available at: http://www.naa.gov.au/recordkeeping/dirks/dirksman/dirks_A11_risk.html.

- DIRKS defines what recordkeeping risk is, offers guidance on how to assess and manage risks, and provides tools - Risk Register, Risk Impact Matrix, and Risk Reduction Plan - for managing risks.

Wold, Geoffrey H. and Robert F. Shriver. Risk Analysis Techniques. Adapted from *Disaster Recovery Journal* 7(3), 1997. Available at: http://www.drj.com/new2dr/w3_030.htm.

- Article focuses on IT systems and discusses the risk analysis process, disaster prevention, security and control considerations, insurance considerations, and records.

5.
Preparedness

Planning

Included here are many jurisdictional vital records programs as they focus on planning as well as cover all phases of a vital records program.

ARMA International. "Is Your Organization Prepared?" [Message from ARMA International's President]. By Terrence J. Coan. In *InfoPro Online* January 2002. Available at: http://www.arma.org/publications/archive/online1_02.cfm#two.

- This brief message highlights the importance of a vital records program. Coan states that an organization first must inventory all information assets, identify vital records through [risk] analysis, and then develop a vital records program to assure an organization's survival in the face of a disaster.

ARMA. Vital Records Programs: Identifying, Managing, & Recovering Business Critical Records 2003. Available through: http://www.arma.org/Bookstore/product_detail.cfm?itemID=1272.

- This ANSI/ARMA standard provides guidance on planning, surveying, classifying, retaining, and protecting vital records.

Canada Science & Technology Museum Corporation. Case Study: An Essential Records Program in an Automated Corporate Environment. By Bill Manning. Available at: http://www.rmicanada.com/essential_records.htm

- Manning recommends that essential records be identified, procedures to safeguard records followed, an ERMS acquired, and electrical power maintained during a disaster in order to send electronic information to an off-site cache.

Consortium of Academic Libraries. Disaster Control Planning Site. July 2003. Available at: http://www.m25lib.ac.uk/M25dcp/.

- The M25 Disaster Management Group was set up to promote awareness and best practice and to disseminate information on disaster control management.

Minnesota State Archives. Disaster Preparedness. Available at: http://www.mnhs.org/preserve/records/disaster.html.

- Provides a series of guides on prevention, planning, assessment, recovery, and disaster resources.

National Archives and Records Administration (NARA). Vital Records and Disaster Mitigation and Recovery: An Instructional Guide. 1999 Web Edition. Available at: http://www.archives.gov/records_management/publications/vital_records.html.

- "This instructional guide addresses the identification and protection of records containing information that Federal agencies may need to conduct business under emergency operating conditions or to protect the legal and financial rights of the Federal Government and the people it serves. This guide also recommends policies and

procedures that will allow agencies to assess damages and implement recovery of records affected by an emergency or disaster."

National Archives of Australia. Disaster Preparedness Manual for Commonwealth Agencies. 2000. Available at:
http://www.naa.gov.au/recordkeeping/preservation/disaster/chapt2.html#2.5

- Briefly divides records into vital records, general records, and vulnerable records categories.

New South Wales, Australia, Office of Information and Communications Technology. Business Continuity Planning. June 2003. Available at:
http://www.oit.nsw.gov.au/pages/4.3.35.business-continuity.htm.

- Provides access to the "Standard on Counter Disaster Strategies for Records and Recordkeeping Systems", the "Guidelines on Counter Disaster Strategies for Records and Recordkeeping Systems", and related links.

New Jersey. "Chapter VII: Vital Records Management" and "Chapter VIII: Disaster Recovery". In *State Records Manual.* N.d. Available at: http://www.njarchives.org/links/manuals.html.

- Includes vital records classification, protection, program staffing, etc.

Smithsonian Institution Archives. Disaster Planning, Prevention and Recovery Manual for the Smithsonian Institution Archives. Date Modified 2003. Available at:
http://www.si.edu/archives/report/disaster/index.htm..

- Discusses identifying, prioritizing, protecting, removing and recovering archival vital records in the event of a disaster.

State Records New South Wales. Doing DIRKS to Manage Your Vital Records. June 2003. Available at: http://www.records.nsw.gov.au/publicsector/DIRKS/final/vitalrecords.htm.

- Defines vital records, and discusses how to manage them according to DIRKS.

United Kingdom, Public Records Office (PRO). Records Management Standards Business Recovery Plans: Standards for the Management of Government Records RMS 3.2. Available at: http://www.pro.gov.uk/recordsmanagement/standards/recovery.htm

- Includes a section on vital records and one on risk assessment.

United States Government, Environmental Protection Agency. Developing and Maintaining a Vital Records Program. 2003. Available at:
http://www.epa.gov/records/tools/toolkits/vr/.

- "This document was developed by a Regional Vital Records Work Group and is designed to be a tool you can use to help you:
  - Develop a plan for identifying and protecting vital information;
  - Conduct an analysis of threats and risks;
  - Select protection methods; and,
  - Implement and maintain the records protection program."

United States Government, Library of Congress. Emergency Preparedness for Library of Congress Collections. By Ann Seibert, Preservation Office. 1996. Available at: http://www.loc.gov/preserv/pub/seibert/.

- These guidelines cover emergency preparedness, risk assessment, communication system, training and supplies. Appendix 1 lists recovery priorities as: high value, irreplaceable, and fragile materials.

University of Maryland Libraries. Disaster Plan Procedures. 1999. Available at: http://www.lib.umd.edu/TSD/PRES/detailprocedure.html.

- Links to brief instructions to prioritize and salvage paper resources, photographs, magnetic tapes, floppy diskettes, compact disks, and phonograph recordings.

University of Washington. Faculty and Staff Guide: Vital Records. 1998. Available at: www.washington.edu/admin/recmgt/vital.records2.html.

- Defines vital records, why they are important, how to identify, protect and store them.

Washington, Office of the Secretary of State, Division of Archives and Records Management. Essential Records Manual. 2001. Available at: http://www.secstate.wa.gov/archives/pdf/Essential%20Records%20Manual%20Nov%2001%20Edition.pdf

- "This manual is intended to be a guide to help public officials develop systematic and effective programs for the required protection of essential records". Comprehensively covers an essential records program, and identifies essential records via a functional approach.

Prevention

California. Vital Records Protection and Disaster Recovery Handbook. [2003?]. Available at: http://www.documents.dgs.ca.gov/pd/calrim/DisasterHndbk12-03.pdf.

- "The intention of this handbook is to provide a set of guidelines, relative to how and what to do before, during and after an emergency."

Intra Computer Inc. Automated Disaster Prevention in the Computer Room. 1997. Available at: http://www.intracomp.com/contents.html.

- Advocates three approaches to disaster prevention: early detection; swift, appropriate action; and automated procedures.

National Archives of Canada. Protecting Essential Records – A Short Guide for Government Institution[s]. 2002. Available at: http://www.imforumgi.gc.ca/products/erguide/erguide_e.html.

- This document states that federal government organizations are required by law to have an essential records program, which should identify the organization's essential records and categorize them as either static or active essential records. Contains a list of potential essential records.

Northeast Document Conservation Center. Integrated Pest Management. *Technical Leaflet* Section 3, Leaflet 11, 2003. Available at: http://www.nedcc.org/plam3/tleaf311.htm.

- Integrated Pest Management (IPM) is a preventative strategy, not a chemical solution. IPM controls pests' routes of entry, climate, water and food sources through housekeeping, incoming materials control, and pest monitoring techniques.

State Records New South Wales. Standard on Counter Disaster Strategies for Records and Recordkeeping Systems. Standard No. 6. 2002. Available at: http://www.records.nsw.gov.au/publicsector/rk/CounterDisaster/toc.htm.

- This standard covers definitions, risk analysis, planning, vital records protection, a compliance checklist, etc.

State Records New South Wales. Guidelines on Counter Disaster Strategies for Records and Recordkeeping Systems. Guideline No. 5. 2002. Available at: http://www.records.nsw.gov.au/publicsector/rk/guidelines/counterdisaster/foreword.htm

- "These guidelines give practical guidance on how to undertake risk assessment, planning, vital records protection, and response and recovery activities in order to avoid disasters and to minimise the impact and damage of a disaster on records and recordkeeping systems." Includes Appendix 1, a list of Critical Needs Questions.

State Records New South Wales. Solutions for Storage: Guidelines on the Physical Storage of State Records. 2000. Available at: http://www.records.nsw.gov.au/publicsector/rk/storage/Guidelines/toc.htm.

- Relevant sections include 3.2 Security and 3.6 Protection from Disaster. "One of the significant risks to records is the potential for unauthorised access, which may result in alteration, destruction, damage or theft. Although security is critical to protect the integrity of vital records, this resource addresses security of records in general.

Protection

Stanford University. "Vital Records Protection Issues". By Pat Moore. In *Abbey Newsletter* 21 (8), 1997. Available at: http://palimpsest.stanford.edu/byorg/abbey/an/an21/an21-8/an21-802.html.

- Discusses "the increased frequency with which offsite storage vendors have been experiencing major losses to their facilities and the vital records stored therein" and the importance of reviewing the storage vendor's protection and response standards.

Federal Emergency Management Agency (FEMA). [Scroll down to section] "Function: Property Protection. 5. Records Preservation". In *Emergency Management Guide for Business & Industry*. Last updated Feb 2003. Available at: http://www.fema.gov/library/biz2.shtm

- Scroll way down. Provides examples of vital records, such as: financial and insurance information; engineering plans and drawings; product lists and specifications; employee, customer and supplier databases; formulas and trade secrets; and personnel files. Also outlines steps to analyzing vital records, and establishes "procedures for protecting and accessing vital records".

FEMA. Records Management Vital Records. June 1988. Order through: http://www.fema.gov/library/alphaman.shtm.

- Scroll down this alphabetical listing to see the reference to this 1988 document. This document is not online but may be ordered for free from 1-800-480-2520 (phone number verified April 2004).

King County, Records, Elections, and Licensing Services Division. Essential Records Protection and Disaster Recovery Plan. 2001. Available at: http://www.metrokc.gov/recelec/archives/essential/essential.htm.

- Covers planning, preparation, and recovery. The short version of this document is entitled "Quick Tips: Essential Records Protection".

National Fire Protection Association. NFPA 232 – Standard for the Protection of Records. 2002. Purchase at: http://www.nfpa.org/Codes/NFPA_Codes_and_Standards/List_of_NFPA_documents/NFPA_232.asp.

NFPA. NFPA 232A: Guide for Fire Protection for Archives and Records Centers, 1995 Edition. Purchase at: http://www.nfpa.org/catalog/product.asp?pid=232a95pdf&src=nfpa.

Northeast Document Conservation Center (NEDCC). Collection Security: Planning and Prevention for Libraries and Archives. Technical Leaflet: Emergency Management Section 3, Leaflet 12. Available at: http://www.nedcc.org/plam3/tleaf312.htm.

- This online leaflet discusses security strategies to prevent loss due to theft or vandalism. Although focusing on library collections, it could be understood from a vital records perspective.

Stanford University. Protecting Your Institution from Wild Fires: Planning Not to Burn and Learning to Recover. Last modified 2001. Available at: http://palimpsest.stanford.edu/byauth/trinkley/wildfire.html.

- Recommends actions to fireproof your property and building. Includes after the fire information on smoke, salvage and restoration companies.

United Nations Educational, Scientific and Cultural Organization (UNESCO). Safeguarding of Vital Records in the Event of Armed Conflict. Available at: http://www.unesco.org/webworld/other/war_archives/home.htm.

- These guidelines were commissioned by UNESCO to the International Council on Archives (ICA) in order to help archives protect their vital or essential holdings.

6.
Response

Stanford University. Protocol for Emergencies. Last modified 2001. By Shelley Reisman Paine. Available at: http://palimpsest.stanford.edu/byauth/paine/protocol.html.

- Contains protocols for paintings for: vandalism; fire, flood, or other emergencies; environmental emergencies; and security and emergency / evacuation procedures.

University of Maryland. "Immediate Response Steps". In *Disaster Plan Procedures*. 1999. Available at: http://www.lib.umd.edu/TSD/PRES/detailprocedure.html.

- Point form coverage of reporting procedures, ensuring safety, halting damage, etc.

7.
Recovery

European Commission on Preservation and Access (ECPA). A Virtual Exhibition of the Ravages of Dust, Water, Moulds, Fungi, Bookworms and Other Pests. Available at: http://www.knaw.nl/ecpa/expo.htm.

- An online exhibition of photos and textual descriptions of many types of damage that may occur to paper and book covers.

Harvard University. Library Preservation at Harvard: Priorities for Salvage. 2002. Available at: http://preserve.harvard.edu/emergencies/prioritiesforsalvage.html.

- "Priorities for salvage" is a synonym for vital records. Harvard University Libraries categorizes their salvage priorities as: irreplaceable/essential; significant content/high economic value; items belonging to other libraries; significant content/replaceable; and expendable.

Northeast Document Conservation Center (NEDCC). Emergency Salvage of Moldy Books and Paper. *Technical Leaflet* Section 3, Leaflet 9, 2003. Available at: http://www.nedcc.org/plam3/tleaf39.htm.

- Provides a step-by-step salvage procedure for moldy papers.

Stanford University. Protecting Your Institution from Wild Fires: Planning Not to Burn and Learning to Recover. Last modified 2001. Available at: http://palimpsest.stanford.edu/byauth/trinkley/wildfire.html.

- Recommends actions to fireproof your property and building. Includes after the fire information on smoke, salvage and restoration companies.

United States Government, Library of Congress. Emergency Drying Procedures for Water Damaged Collections. 1998. Available at: http://www.loc.gov/preserv/emerg/dry.html.

- Brief point-form guide to salvaging water damaged or moldy paper, books, photos.

UNESCO. Vaccum Freeze-Drying. A Method Used to Salvage Water-Damaged Archival and Library Materials: A RAMP Study. By John P. McCleary [for the] General Information Programme and UNISIST.1987. Available at: http://www.unesco.org/webworld/ramp/html/r8707e/r8707e00.htm

- "The study summarizes a broad spectrum of data that includes, among other relevant facts, the behavior of paper when wet, its vulnerabilities in this condition, stabilization by freezing, vacuum chambers and how they dry, and selected case histories where such chambers were used successfully to salvage water-damaged documents and books."

Western Association for Art Conservation (WAAC). Salvage at a Glance. By Betty Walsh, British Columbia Information Management Services. 1997. Available at: http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html.

- This chart provides salvage information for all types of records including vital records.

WAAC. Salvage Operations for Water Damaged Archival Collections: A Second Glance. By Betty Walsh. *WAAC Newsletter* 19 (2), 1997. Available at: http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html. Also reprinted by the Canadian Council of Archives at: http://www.cdncouncilarchives.ca/salvage_en.pdf.

- Updates the 1988 article (see below), and includes a table on the "levels of flood emergencies to prepare against".

WAAC. Salvage Operations for Water Damaged Collections. 1988. By Betty Walsh, Conservator, Provincial Archives of British Columbia. *WAAC Newsletter* 10 (2). Available at: http://palimpsest.stanford.edu/waac/wn/wn10/wn10-2/wn10-202.html.

- Point form directions for salvaging water damaged materials.

8.
Forms

Alberta Municipal Affairs. "Annex G – Vital Records Summary Sheet". In *Business Resumption Planning*. 2002. Available at: http://www.municipalaffairs.gov.ab.ca/ema/brp_resources.cfm.

- This guide contains a Vital Records Summary Sheet [blank chart], Annex G, for creating a list of vital records and recording the details of their format, responsible office, contact, location of record(s) and comments.

New York University Libraries. Disaster Plan Workbook. Available at: http://library.nyu.edu/preservation/.

- The workbook comprises many forms, such as: summary of emergency procedures, persons to summon, instructions to fire wardens, and many more.

Northeast Document Conservation Center (NEDCC). Priority Actions for Preservation. *Technical Leaflet* 1999. Available at: http://www.nedcc.org/leaflets/priority.htm.

- Priority checklist of activities to ensure preservation. Not specific to vital records.

NEDCC. Disaster Preparedness Workbook for U.S. Navy Libraries and Archives. 1998. By Lisa L. Fox. Available at: http://disaster.lib.msu.edu/disasterprep.pdf [pdf version] and http://disaster.lib.msu.edu/disasterman.html#TheProcess [HTML version].

- Provides a template or forms to modify/fill-in to start your disaster plan or vital records plan. Large document.

NEDCC. Worksheet for Outlining a Disaster Plan. *Technical Leaflet* Emergency Management Section 3, Leaflet 4. Available at: http://www.nedcc.org/plam3/tleaf34.htm.

Wold, Geoffrey H. and Robert F. Shriver. "Risk Analysis Form". In *Disaster Recovery Journal* 7 (3), 1997. Available through: http://www.drj.com/new2dr/pg50wold.pdf.

9.
Books

The following books may be available through ARMA's Bookstore, Amazon.com, your ministry's library or your local public library. Each citation below is marked as to availability.

Andolsen, Alan A. "Operation Teapot—Vital Records Then and Now." In *Proceedings of the 43rd Annual Conference in Houston, TX, October 4-7, 1998*, by ARMA International, 441-446. Prairie Village, KS: ARMA International, 1997.

ARMA International and Society of American Archivists. "Records Management: VI. Vital Records". In *Sample Forms for Archival & Records Management Programs*. Lenexa, KS: ARMA International, 2002. Order online at: http://www.arma.org/Bookstore/product_detail.cfm?itemID=1191.

Diamond, Susan Z. *Records Management: A Practical Guide*. 3rd ed. New York: American Management Association, 1995. Order online at: http://www.arma.org/Bookstore/product_detail.cfm?itemID=1162.

Eulenberg, Julia Niebuhr. *Handbook for the Recovery of Water Damaged Business Records*. Prairie Village, KS: ARMA International, 1986.

Jones, Virginia A. and Kris E. Keyes. "Vital Records Program". In *Emergency Management for Records & Information Programs*. Prairie Village, KS: ARMA International, 2001. 21 – 7. Order online at: http://www.arma.org/Bookstore/product_detail.cfm?itemID=1184.

Myler, Ellie. "Vital records: A Link Between RM and Contingency Planning." In *Proceedings of the 40th AnnualConference in Nashville, TN, October 22-25, 1995*, by ARMA International, 439-446. Prairie Village, KS: ARMA International, 1995.

Penn, Ira A., Gail B. Pennix, and Jim Coulson. "Vital Records". In *Records Management Handbook*. 2nd ed. Vermont: Gower, 1994. 129 – 41. Available through Amazon.com.

Ricks, Betty R., Ann J. Swafford, and Kay F. Gow. "Vital Records". In *Information and Image Management: A Records Systems Approach*. 3rd ed. Cincinnati, OH: South-Western Publishing, 1999. 242 – 64. Available through Amazon.com.

Robek, Mary F., Gerald F. Brown, and David O. Stephens. "Part I, Chapter 4 – Vital Records Protection and Disaster Recovery Planning". In *Information and Records Management: Document-Based Information Systems*. 4th ed. 1995. Pages 68 – 93. Order online at: http://www.arma.org/Bookstore/product_detail.cfm?itemID=1057.

Saffady, William. "Managing Vital Electronic Records". In *Managing Electronic Records*. 3rd ed. Prairie Village, KS: ARMA International, 2002. Order online at: http://www.arma.org/Bookstore/product_detail.cfm?itemID=1199.

Sampson, Karen L. "Records Vital to a Business". In *Value-Added Records Management: Protecting Corporate Assets and Reducing Business Risks.* 2nd ed Updated and Expanded. New York: Quorum Books, 2002. Available through Amazon.com.

Wellheiser, Johanna, and Jude Scott. "Vital Records". In *An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centres.*2nd ed. Lanhome, Maryland: The Scarecrow Press, 2002. 58, 86, 91 – 92, 99 – 102, 185. Order online at: http://www.arma.org/Bookstore/product_detail.cfm?itemID=1209.

10.
Videos and Training Resources

ARMA Learning Center. Vital Records: Preparing for the Unexpected [online course]. Available through: http://learningcenter.arma.org/course_listing.cfm?CID=7.

- This online course provides basic information for developing and implementing a vital records program.

ARMA International, Education and Training, Seminar Archives. Presented by Virginia Jones. Available at: http://www.arma.org/learning/seminar_archives.cfm [scroll down]. "Vital Records 101: Elements of a Vital Records Protection Program. 2004", and

"Vital Records 201: Who, What, When, Where and Why of Records and Information Protection". 2004.

Commonwealth Films. Disaster Recovery and Business Resumption [web page]. Available through: http://www.commonwealthfilms.com/recov.htm.

- This topic area links to a web-based course "Disaster Recovery/Business Resumption: Planning, Testing, Readiness: What Every Employee Needs to Know" and the following videos:
  - "Ready for Anything: Business Continuity, Disaster Recovery, Preparedness";
  - "Back in Business";
  - "Weathering the Storm: Disaster Planning"; and
  - "Media Relations: What to Do When the News is You".

11.
Searching for More

Collected here are resources to aid in finding more information on this or a related subject, and to facilitate the updating of this guide at a future time.

Online Journals

Contingency Planning and Management http://www.contingencyplanning.com/

Disaster Recovery Journal. http://www.drj.com/

Government of Canada. Emergency Preparedness Digest. Available at: http://ocipep-bpiepc.gc.ca/ep/ep_digest/index_e.asp.

Web Portals

Association of College & Research Libraries. Internet Resources: Crisis, Disaster and Emergency Management: Web Sites for Researcher. 2002. Available at: http://www.ala.org/ala/acrl/acrlpubs/crlnews/backissues2002/novmonth/crisisdisaster.htm.

Archives Resource Centre. Disaster Planning and Recovery. 2003. Available at: http://www.coshrc.org/arc/states/res_disa.htm.

Australia, New South Wales Government, Office of Information and Communications Technology (OICT). Guideline Menu. Available at: http://www.oit.nsw.gov.au/pages/4.3.Guidelines.htm.

- Excellent web portal for ICT documents on security and continuity planning.

California Preservation Clearinghouse, Disaster Resources. Available at: http://cpc.stanford.edu/disasters/disaster-resources.html.

California State Archives. Disaster Preparedness and Recovery Resources on the Web. http://www.ss.ca.gov/archives/level3_disaster.html.

Canadian Centre for Emergency Preparedness (CCEP). Available at: http://www.ccep.ca/.

INFOSYSSEC: The Security Portal for Information System Security Professionals. Business Continuity and Disaster Recovery Planning. Available at: http://www.infosyssec.com/infosyssec/buscon1.htm.

- Large web portal with many sub topics on IT disaster management and business continuity.

Northeast Document Conservation Center. List of NEDCC Leaflets. Available at: http://www.nedcc.org/leaflets/leaf.htm#english

- Contains many leaflets on the emergency management topic.

Records and Information Management Resource List. By Alan S. Zaben, Owner. Available at: http://infomgmt.homestead.com/files/disast_f.htm [web portal]

Simon Fraser University, Telematics Research Lab. Emergency Preparedness Information Exchange (EPIX). Business / Industry Emergency Management. [web portal]. Available at: http://epix.hazard.net/topics/business.html.

Stanford University Libraries, Preservation Department. Conservation Online: Resources for Conservation Professionals. 2002. At http://palimpsest.stanford.edu/

- Contains a sub web portal on Disaster Planning [Preparedness] and Response.

State Records New South Wales. Recordkeeping in Brief No. 8. Bibliography on Counter Disaster Management. 2002. Available at: http://www.records.nsw.gov.au/publicsector/rk/rib/rib%208.htm.

State Records New South Wales. Guideline No. 5. Guidelines on Counter Disaster Strategies for Records and Recorkeeping Systems. In Bibliography. 2002. Available at: http://www.records.nsw.gov.au/publicsector/rk/guidelines/counterdisaster/Bibliography.htm.

UNESCO. Memory of the World. Available at: http://portal.unesco.org/ci/ev.php?URL_ID=1538&URL_DO=DO_TOPIC&URL_SECTION=201&reload=1037357654.

United Nations Educational, Scientific and Cultural Organization (UNESCO). UNESCO Archives Portal: Preservation and Conservation: Disaster Preparedness and Recovery. Available at: http://www.unesco.org/webworld/portal_archives/pages/Preservation_and_Conservation/Disaster_Preparedness_and_Recovery/

United States Government, Army. Vital Records Training Files [portal web page]. 2002. Available at: http://www.usace.army.mil/ci/recmgmt/nara_vital_records_index.htm.

- Lists NARA, FEMA, EO (Executive Orders), and Agency Forms and Documents.

Wellheiser, Johanna and Jude Scott. An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centres, 2nd ed. The Scarecrow Press: Lanham, MD, 2002, p. 227 – 67. Order online at: http://www.arma.org/Bookstore/product_detail.cfm?itemID=1209.

- An excellent bibliography for disaster planning resources and references used within the book.